

Message

From: Carter, Greg [Greg.Carter@icf.com]
Sent: 7/23/2018 2:57:00 PM
To: Soto, Vicki [Soto.Vicki@epa.gov]
CC: Samuels, Crystal [Samuels.Crystal@epa.gov]; Kellar, Penelope [Penelope.Kellar@icf.com]; Kraft, Andrew [Kraft.Andrew@epa.gov]; Glenn, Barbara [Glenn.Barbara@epa.gov]; Hamilton, Tara [Tara.Hamilton@icf.com]
Subject: RE: Formaldehyde Overview Document
Attachments: Formaldehyde Main Text_techedit_062218_ICF.docx; Checklist.xlsx

Hi Vicki,

Here is the document as it stands. We are using a checklist to make sure we address everything that is on the checklist we sent to you on July 10. I've attached a copy of that checklist – it is reorganized and includes some updates from the one sent on the 10th.

As you can see, we've completed most tasks and Tara and Penny have begun reading through the document. And with that, **we have a few questions for you:**

1. Tara noted this morning that in reading the text she realizes that the serial comma is much more commonly used than not. So, should we use a serial comma or not?
2. Tara also noted that it looks like the approach in the main document has been to define terms once at first use within each heading level 3 subsection (e.g., 1.1.3.). Should we continue with this approach? Or is it ok if the term is defined at a higher level (level 2 or level 1)?
3. It appears that the general approach has been to treat tables as stand-alone exhibits within the report so that terms within tables are defined even if the terms have already been defined previously in the same section. Can you confirm we should make this approach consistent throughout (define all terms used in tables, either within the table itself, or in notes below the table)?

Note that Penny is on vacation through this week (she left last Friday). She took an offline version to read/edit on the plane, so there is some work that has been done that is not reflected in the attached document.

Thanks

Greg



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From: Soto, Vicki [mailto:Soto.Vicki@epa.gov]
Sent: Monday, July 23, 2018 7:41 AM
To: Carter, Greg <Greg.Carter@icf.com>
Cc: Samuels, Crystal <Samuels.Crystal@epa.gov>; Kellar, Penelope <Penelope.Kellar@icf.com>; Kraft, Andrew <Kraft.Andrew@epa.gov>; Glenn, Barbara <Glenn.Barbara@epa.gov>
Subject: RE: Formaldehyde Overview Document

Hi Greg and Penny,

I wanted to let you know that I will be out of the office between 7/26 and 8/12 (back on 8/13). I realize that Formaldehyde is due to be completed during that time. If you have any questions, please reach out to Crystal, Andrew and Barbara – also please include them on the deliverable.

I was wondering if you would please send us what you have completed so far so that I can take a look at it before I leave. You can keep working on it, I would only look for comments to send to you before I'm out.

Thanks!

Vicki

From: Carter, Greg [<mailto:Greg.Carter@icf.com>]

Sent: Friday, July 13, 2018 1:58 PM

To: Soto, Vicki <Soto.Vicki@epa.gov>

Cc: Samuels, Crystal <Samuels.Crystal@epa.gov>; Kellar, Penelope <Penelope.Kellar@icf.com>

Subject: Formaldehyde Overview Document

Hi Vicki,

Here is the overview document. I didn't see anything that looked like publication permission was needed. We have begun work on the main document and will be in touch next week.

Have a great weekend.

Greg